

**Bellevue 4<sup>th</sup> of July**  
Bellevue Parks & Community Services  
[www.bellevuewa.gov](http://www.bellevuewa.gov)

**2011 Food Vendor Application & Information Packet**  
**Application Deadline: April 15, 2011**

The July 4<sup>th</sup> Celebration attracts more than 60,000 visitors to the Bellevue Downtown Park. The event features live music, family entertainment, and food court, and concludes with music by the Bellevue Philharmonic Orchestra, synchronized with the Eastside's largest fireworks display.

**Day of event:** Monday, July 4, 2011

**Food Court Location:** Bellevue Downtown Park, south parking lot entrance located on NE 1<sup>st</sup> St

**Food Court Operating Hours:** 2pm to 10pm (10pm all lights out for fireworks display)

**Estimated Load-in time:** 10am to 12pm

**Main Stage Entertainment:** 6pm to 10:30pm

**Children's Area:** 2pm to 9pm

**Contact Information**

Bellevue Parks & Community Services, Northwest Arts Center

PO Box 90012, Bellevue WA, 98009-9012

Phone: 425-452-4106

Fax: 425-452-2051

E-Mail: DPettersson@Bellevuewa.gov

**Booths Size & Fees**

10 x 10 \$400 includes 2-20-amp, 120 volt circuit of electricity

10 x 20 \$500 includes 2-20-amp, 120 volt circuit of electricity

In order to better meet fire, public health, and safety requirements, vendors may be given an additional space behind the designated booth space. Additional space must remain as "uncovered open flame" cooking and for extra storage.

Vendors may also purchase additional electricity. One extra 20-amp, 120 volt circuit of electricity for \$100.

**Application Process**

- Review the content of this package and be aware that there are additional requirements and rules from King County Public Health, Bellevue Fire Dept, and for operating a business in Bellevue. The City of Bellevue also requires a Certificate of Insurance.
- Complete the enclosed application and send with payment by April 16, 2011. The information you submit on your application must be accurate including the name of your business, UBI #, contact name and number, menu items, and electrical appliances. Incomplete information may disqualify you from participating. New vendors must submit a photo that shows how you plan to set up your booth.

## **Selection Process**

- We try to have a variety of foods represented at the event; however some popular food items will be duplicated. Selection criteria includes past experience, food quality, booth appearance, and available space. There is no guarantee that participants from the previous year will be accepted. The location of a food booth is determined by booth size, power needs, menu items, set-up time, and overall food court layout.

## **Notification of Application Status**

- All applicants will be notified of acceptance by May 3, 2011.
- Accepted applicants will receive a Confirmation Packet with information about the event including a designated set-up time, booth #, parking pass, and other pertinent details.

## **Refunds**

- Booth fees will be processed on May 3 if you are not selected.
- Refunds are not available after date of acceptance April 30.

## **Permit & Insurance Requirements**

All booths must comply with the following requirements. Booths are subject to inspection on the day of the event by City of Bellevue Fire and Park staff, and King County Public Health.

### **King County Public Health**

All food vendors must obtain a **Temporary Food Permit** through Seattle/King County Department of Public Health. Application must be received by King County at least 14 days before the event. Food vendors are responsible for complying with all King County Public Health requirements. King County administers their application process and fees. The fee for 2011 is approximately \$267, however, please contact King County for fee confirmation and any questions.

King County Public Health  
Environmental Health Service, Food Protection Program  
401-5<sup>th</sup> Avenue, Suite 1100  
Seattle, WA 98104

Phone: 206 296-4632  
Fax: 206 296-0189  
[www.metrokc.gov](http://www.metrokc.gov)

### **City of Bellevue Business License**

The City of Bellevue is participating in a joint business licensing program with the Department of Licensing at the State of Washington. City and State business license application forms have been combined into a single application. The City of Bellevue website provides information to obtain Uniform Business Identifier (UBI) and Bellevue Business license. City of Bellevue website is [www.bellevuewa.gov](http://www.bellevuewa.gov), or to obtain a UBI, call 1-800-647-7706 or [www.dol.wa.gov](http://www.dol.wa.gov). Applications cannot be accepted without a UBI.

### **Insurance**

Vendors are required to obtain a Certificate of Insurance with \$1,000,000 Commercial General Liability coverage minimum naming the City of Bellevue as an additional insured for the 4<sup>th</sup> of July event. **You are required to provide us with a certificate of insurance by May 28, 2010.**

### **City of Bellevue Fire Department**

*700 Square Feet Canopies or Smaller (attached)*

# Food Booth Guidelines

## Bellevue 4<sup>th</sup> of July 2011

### Booth Appearance & Cleanliness

- All food booths are located outside in the south parking lot.
- Each booth must be set-up within the designated space provided and within the designated time-frame provided.
- Vendors must be prepared with a proper booth structure in case of wind or inclement weather.
- The booth structure must be self-standing and weighted by means that are not a trip hazard.
- No stakes may be used in any park or grass area. No items, signs, banners, or booth anchor lines are to be attached to trees or shrubs.
- Interior and exterior of the booth need to be clean and presentable at all times.
- Amplified sound playing radios, etc. is not allowed.
- Timely garbage disposal is necessary. Large receptacles are provided for vendor use in the food court. Garbage cans located in the middle of the park are for event participants.
- Cardboard boxes must be crushed and placed in recycling bins.
- At the end of the event, all bags, boxes, and containers with garbage must be deposited in dumpsters, and the site completely free of debris before departure.
- No dumping of food waste products, i.e., water, grease, or ice on park grounds.
- Vendors are responsible for keeping their booth area clean and free of debris. Recycling is available for aluminum cans, plastic bottles, newsprint, and flattened cardboard.
- Glass containers are prohibited.
- Distribution of flyers, literature, balloons, coupons, or other materials is prohibited.
- Vendors are required to provide all booth structures, counters, cash registers, extension cords, hoses, etc.
- Vendors must supply appropriate booth materials, tables, fire extinguisher, hand washing station, etc. Booths must meet all codes, permits, and guidelines indentified in this package.

### Electricity

- Your booth fee includes two (2) 20-amp 120-volt circuits. One additional 20-amp circuit may be purchased for an additional \$100. Please indicate on your application.
- Vendors must list every electrical appliance they plan to bring on the Food Vendor Application enclosed. This includes cash registers, lights, hot tables, etc. You must also list the amps and/or watts and voltage needs of each appliance. Specify the type of food to be cooked. If you do not list your items, your application will be rejected. Please be sure to complete this. It is mandatory so that all vendors have sufficient electricity.
- In calculating electrical needs, factor a 20% safety cushion.
- An electrical outlet will be available within 100 feet of your booth space. You must use proper electrical cords.
- Extension cords shall be listed be three-wire type with a ground. All cords shall be protected from physical damage and foot traffic.
- Multi-plug adapters must be listed for the load applied. Cube adapters and other devices that increase outlets are not acceptable unless equipped with an internal circuit breaker. All spliced wires are prohibited.
- Last minute revisions due to additional power requirements cannot be accommodated.

## **Food Sinks**

- Utility sinks with hot and cold water are available for vendor use. They are located behind the permanent restroom building on the west end of the food court.

## **Lights Out**

- All vendors must shut down any portable lights no later than 9:50pm. Fireworks begin promptly at 10pm.

## **Parking**

- One standard-size parking space is provided for each vendor. Vehicles with trailers requiring more than one standard size parking space must be noted on application.
- Access is very limited, and if you leave your parking spot during the event, you may not be able to return to your spot.
- Free parking is available at Bellevue Square after 6 pm.
- You will receive your official Parking Pass, map, directions, and load-in time in the early May Confirmation Packet.

# Food Booth Application

**Bellevue 4<sup>th</sup> of July Food Vendor – Deadline: April 15, 2011**

*You are required to provide accurate and complete information. Please print clearly.  
The Business Name you provide will be used on all publicity material and signage.  
Business name you provide must match the business name provided on Certificate of Insurance.*

**Business Name:** \_\_\_\_\_

**UBI (required):** \_\_\_\_\_

**First & Last Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Primary Phone:** \_\_\_\_\_ **circle one:** Home work

**Secondary Phone:** \_\_\_\_\_ **circle one:** Cell home

**Booth Size:** 10 X 10 \$400 \_\_\_\_\_ (includes 2 – 20 amp, 120 volt circuit of electricity)  
 10 X 20 \$500 \_\_\_\_\_ (includes 2 – 20 amp 120 volt circuit of electricity)  
 1 extra 20-amp, 120 volt circuit is \$100. \_\_\_\_\_ (this is an additional fee to the above)

Please make check payable to the City of Bellevue. You may also pay by credit card over the phone.

**What is the total length of the vehicle and/or trailer you will need to park:** \_\_\_\_\_

**Indicate the amount of time it takes you to set up your booth:** \_\_\_\_\_

**Type of Cuisine:** \_\_\_\_\_

**Describe the type of food products you plan to sell in 20 words or less**

(This may be used to describe your booth in the 4<sup>th</sup> of July promotional materials should you be accepted):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**List menu items and prices**

*Any product that differs in quality or is inconsistent from that provided may be eliminated at the event. Bellevue 4<sup>th</sup> of July staff and/or King County Public Health reserves the right to refuse any product that may deem inappropriate or that was not disclosed and approved as a menu item on this list.*

|    |    |     |    |
|----|----|-----|----|
| 1. | \$ | 6.  | \$ |
| 2. | \$ | 7.  | \$ |
| 3. | \$ | 8.  | \$ |
| 4. | \$ | 9.  | \$ |
| 5. | \$ | 10. | \$ |

**List all electrical appliances you plan to use at the event. List Watts and/or Amps required for each appliance.** In calculating electrical needs, factor a 20% safety cushion.

*If you do not list your electrical items including the Watts and Amps each appliance requires, your application will be rejected! Sorry, no exception. (Cash machines, lights, light tables, etc. List every item)*

|    |  |     |  |
|----|--|-----|--|
| 1. |  | 6.  |  |
| 2. |  | 7.  |  |
| 3. |  | 8.  |  |
| 4. |  | 9.  |  |
| 5. |  | 10. |  |

**List other non-Electrical cooking items you plan to use at the 4<sup>th</sup> of July. (Propane, etc)**

|    |
|----|
| 1. |
| 2. |
| 3. |

**WAIVER OF LIABILITY/RELEASE. CAUTION! PLEASE READ CAREFULLY.** To the extent provided by law, in consideration of myself and/or my child(ren) being allowed to use City of Bellevue Parks & Community Services facilities and/or participate in City-sponsored activities, I assume all risks, including risk of injury or death, associated with my or my child(ren)'s use of said facilities and/or participation in said activities. I further agree on behalf of myself, my heirs, executors, assigns, and personal representatives, to waive and release any and all rights and claims for damages, including attorney fees, I now, or may hereafter have, whether known or unknown, against the City of Bellevue and its officials, employees, and agents for any injuries suffered by me or my child(ren) in connection with the use of City facilities or participation in City-sponsored activities. I acknowledge that I have carefully read this Waiver of Liability and fully understand that I am waiving any right that I may have to bring a legal action to assert a claim against the City of Bellevue for negligence.

**PHOTO/VIDEO RELEASE.** I give my permission to have photos and/or video recordings taken of me or my child(ren) for publicity purposes during City of Bellevue activities, even though we will not receive compensation of any kind for appearing in such photos or video recordings. I have read, understood, and voluntarily accepted the conditions of the Waiver of Liability/Release and the Photo Release printed above.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

I have read and understand the information presented in the 2011 Food Vendor Application and Information Package.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Signature*

**Please send completed and signed application, booth fee to:**

Bellevue Parks & Community Service Department  
Northwest Arts Center – 4<sup>th</sup> of July  
PO Box 90012  
Bellevue, WA 98009  
425-452-4106

*Thank you for applying to this year's 4<sup>th</sup> of July*

# **Timeline**

## **Bellevue 4<sup>th</sup> of July Food Vendors – 2011**

- April 15**      **Application and payment due**
- April 29**      **Selection process complete**
- May 2**        **Notifications mailed with parking and load-in information  
(100% of payment returned to vendors not selected)**
- May 31**      **Health permit and insurance certificate due**
- July 4**        **Day of Event – Monday**

**10am to 12noon** - arrive in the south parking lot/the food court at your designated set-up time

**12noon to 2pm** - health and fire inspections

**2pm** - All vehicles and set-up equipment must exit food court area. Food service begins. No exceptions.

**9:55pm** - food court closes and all lights must be turned off for fireworks

**10:30pm** - estimated Food Vendor pack up, clean-up, and departure

### **Contact Information**

Bellevue Parks & Community Services, Northwest Arts Center  
PO Box 90012, Bellevue WA, 98009-9012  
Phone: 425-452-4106  
Fax: 425-452-2051  
E-Mail: DPettersson@Bellevuewa.gov

# City of Bellevue *Tents/Membrane Structures*

Public Information  
Handout **F-41**

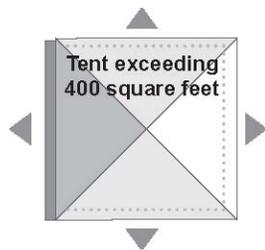
July  
2010

In order to ensure a safe and enjoyable time for all at your event, the Bellevue Fire Department will require the following conditions for a temporary tent or membrane structure:

Compliance with all applicable provisions of the International Fire Code (IFC), 2009 edition is required. Depending on the size and type of the event, additional conditions not listed below may be required.

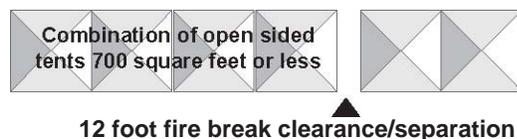
**Permit** - A Fire Department Permit is required for tents with sidewalls and membrane structures having an area in excess of 400 square feet. A permit and on-site inspection may be required before the event can begin. Contact the Bellevue Fire Prevention Division at 425-452-6872 for permit information.

**Figure 1 Tent with sidewalls exceeds 400 square feet.**



*Exception: Tents open on all sides.* If the tent or combination of tents exceeds 700 square feet, a separation of 12 feet or more is required between the structure or combination of structures.

**Figure 2 Combination of tents with open sides exceed 700 square feet.**



**Access** - Access shall be maintained for all tents and membrane structures. Tents or membrane structures shall not be located within 20 feet of lot lines, buildings, other tents, membrane structures, parked vehicles, or combustion engines.

*Exception:* Separation distance between tents and membrane structures not used for cooking, is not required when the aggregate floor area does not exceed 15,000 square feet.

**Bracing** - Tents or membrane structures and their appurtenances shall be adequately roped, braced and anchored to withstand the elements of weather and prevent against collapsing.

**Flame Resistance** - Tents or membrane structures and their appurtenances, sidewalls, drops, tarpaulins, and combustible decorative materials shall be composed of flame-resistant material or shall be treated with a flame retardant material in an approved manner. (See NFPA 701 for performance criteria.) Tents or membrane structures shall have a permanent affixed label bearing the identification of size and fabric or material type.

**Smoking** - Smoking shall not be permitted in tents or membrane structures. Approved "No Smoking" signs shall be conspicuously posted.

**Exits** - Exits shall not be obstructed in any manner. Guy wire and support ropes shall not cross a means of egress at a height of less than 8 feet. Exits shall be clearly marked with approved exit signs when the exit serves an occupant load of 50 or greater. The surface of means of egress shall be maintained in an approved manner.

**Open Flames** - Open flame or other devices emitting flame, fire, or heat or any flammable or combustible liquids, gas, charcoal or other cooking device or any other unapproved devices

shall not be permitted inside or located within 20 feet of the tent or membrane structures while open to the public unless approved by the fire code official.

**Cooking / Warming Devices** - Tents where cooking is performed shall be separated from other tents or membrane structures by a minimum of 20 feet. Cooking and heating equipment shall not be located within 10 feet of exits or combustible materials. Warming of foods that use solid flammables, butane or other similar devices which do not pose an ignition hazard are approved.

**Fire Protection** - A portable fire extinguisher having a minimum 2A:10:BC rating shall be provided at an interval of not less than 75 feet of travel distance. Each tent or membrane structure where cooking takes place shall also be equipped with a portable fire extinguisher of the sodium bicarbonate, potassium bicarbonate, or class "K" type.

**Combustible Materials** - All combustible materials shall be kept away from exit travel and heat sources.

**Electrical Cords** - Extension cords shall be plugged directly into an approved receptacle and serve only one portable appliance. All cords shall be protected from physical damage and foot traffic. All spliced wires and open junction boxes are not permitted.

**LP-gas** - LP-gas containers shall be located outside. Safety release valves shall be pointed away from the tent or membrane structure. Portable containers with a capacity of 500 gallons or less shall have a minimum separation between the container and structure of not less than 10 feet.